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Approved For Release 2004/03/26 : CIA-RDP78B05171A000200020108-7

NPIC/TSG/RED-180-70 (revised)
7 October 1970

MEMORANDUM FOR: All Research & Engineering Division Project Officers

SUBJECT : Completion and Termination of R&D Contracts (Replaces
Previous Instructions on Same Subject--NPIC/TSG/RED-
180-70 Dated 20 July 1970)

1. At the direct request of the DDI Planning Office, the Research & Engineering Division is required to provide a memorandum (brief staff study) on each R&D project upon completion or termination. This memorandum must include:

- (a) a descriptive title,
- (b) the total amount expended--showing the budgetary chronology involved in reaching the total figure,
- (c) the name and location of the contractor, and
- (d) a brief, objective assessment of the overall results of the contract.

The assessment in item (d) should cover the contractor's performance--both technical and managerial, their ability to control costs, and how well the resultant equipment or report met our stated objectives. Furthermore, it should also flag any highly significant technical breakthroughs, trends established, or follow-on procurements, which have or will result from this development.

2. This memorandum should be for the Chief, Research and Engineering Division and should carry a concurrence line for the branch chief's signature. A copy of this memorandum will be made available to PPBS, who will take care of forwarding it to the DDI Planning Office.

Deputy Chief,
Research & Engineering Division, TSG

Distribution:

1 - All RED Project Officers
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